

A SIMPLE GUIDE TO CAPITOL COMPLEX MAIL

(Updated 10/23/06)

Every day thousands of pieces of mail are delivered to the Capitol Complex, and hundreds are undeliverable as addressed. The way that you give your address to others and the manner in which you address your outgoing mail serves as an example to others who may be trying to reach you by mail.



Following the simple guidelines below will assure that **your mail** is delivered to you in a timely fashion, and could result in significant postage savings to your department.

ZIP CODES ... The 50319 zip code is reserved exclusively for Iowa State government, and mail containing that zip code will be delivered initially to the Administrative Services Mail Center in the Grimes Building. Do not use 50319 for anything but state mail. Most state departments have a Zip+4 code. Find out what yours is and use it. If your supervisor cannot give you the code, call the Administrative Services Mail Center: 281-5143.

Local Mail ... Addressing LOCAL mail properly is critical to timely delivery. The address must include the recipient's DEPARTMENT, DIVISION or BUREAU, BUILDING and/or CITY. **DO NOT USE DEPARTMENTAL INITIALS; SPELL THE NAME OUT.** Your return address should be written or stamped in the upper left corner. The use of preprinted labels may be the best option. The individual's name may be included on the Attention line, but is useful only for directing the piece of mail to an individual once it has reached its destination. **Names alone are not enough to assist mail delivery staff.**

Return Address _____ _____ _____	LOCAL MAIL
PLEASE PRINT	
	DEPARTMENT _____
	DIVISION/BUREAU _____
	LOCATION _____
ATTN _____	Building/City _____

State departments located in the Des Moines metropolitan area*, offices of the Department of Transportation in Ames, Iowa State University facilities in Ames, and Department of Human Services facilities and Department of Corrections correctional facilities statewide are served by the LOCAL mail system. LOCAL mail is at least as fast as mail sent through the US Postal Services; usually LOCAL mail is faster. LOCAL mail requires no postage. Use LOCAL mail whenever you can to save money for your department.

*Includes Ankeny, Camp Dodge, Des Moines and Johnston.

Agencies should have mail placed in the outgoing box ½ hour prior to the scheduled pickup time. The scheduled pickup times may vary depending upon mail volume, weather conditions or staff meetings.

Mail Center: 281-5143

